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MEMORANDUM OF AGREEMENT

APR 23 1953
(file date)

SUBJECT: Proposed Transfer of Personnel From Central Processing Branch (PDC) to Passenger Movement Branch of Transportation Division (Logistics Office)

REFERENCE: Staff Study of 5 February 1953 from Management Officer to DE/A on above subject.

1. The above referenced staff study was concerned with the manner in which duplication can be eliminated, proper responsibility can be assigned and a more efficient operation can be provided in the processing for overseas travel of Agency employees, their dependents and their household effects.

2. Discussions among representatives of the components involved regarding this matter indicate that all have one common objective: the improvement of the processing procedure through proper assignment of responsibility for supervising and performing this work. Surveys have been made by the Organization & Methods Service and by the Personnel Office. There is uniform agreement that the travel processing should be conducted by one organization in one physical location. There is no question involving the nature of the work to be done. The only question to be resolved is the manner in which the objective can be attained.

3. At a conference attended by representatives of Logistics Office, of Personnel Division (Covert) and of the Organization & Methods Service, the following steps were agreed upon as a means of attaining this common objective:

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a. Central Processing Branch will be delegated responsibility for planning and supervising the administrative aspects of travel processing work, such as setting working schedules and conditions including leave, overtime, etc., and determining priority of work.

b. Central Processing Branch will be delegated responsibility for conducting non-technical transportation functions and Passenger Movement Branch will be responsible for conducting technical transportation functions. See Annex "A", attached, for list of these functions.

c. The four personnel of Travel Section, Central Processing Branch will be transferred to, and absorbed in, the Passenger Movement Branch T/O, and these four slots will be abolished in Central Processing Branch T/O.

d. Personnel handling transportation processing will be physically located in the Central Processing Branch area.

e. Any operating questions which may arise and determinations regarding the assignment of personnel will be resolved by regular coordination between the Chiefs of Central Processing Branch and of Passenger Movement Branch and, if necessary, by their division chiefs.


4. The Organization & Methods Service has written procedures for the Passenger Movement Branch, which have been approved by the Chief, Transportation Division. These procedures have been reviewed with the Chief of Central Processing Branch and have been found satisfactory, since they are based upon the delegations of

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responsibilities indicated in paragraph 3 above. It was agreed that these procedures, insofar as Central Processing Branch is concerned, will be reviewed and any necessary revisions or additions made, and that they will then become the standard operating procedures for Central Processing Branch. The Organization & Methods Service will work with the branch chiefs involved in order to expedite the implementation of these procedures.


Chief, Logistics Office

Director of Personnel

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